

Position: Substance Abuse Counselor #2
Department: Black Hawk Health Center, Behavioral Health Services
Supervisor: Behavioral Health Manager
Supervises: Non one
FLSA Status: Non-Exempt

Position Summary:

This position is located within the Sac and Fox Nation Health System with the duty station at the Black Hawk Health Center. The incumbent shall provide substance abuse treatment and prevention services to Indian beneficiaries. The individual must also provide comprehensive substance abuse treatment services appropriate for individuals, families and groups, and will assist them in their attempts to reach individual treatment goals.

Duties and Responsibilities:

- Provide direct counseling and referral services for clients, recording progress notes, referrals and other written documentation of activities.
- Provides supportive case management and counseling services for clients who are in need of such services.
- Provide assessment and evaluation for individuals seeking treatment to include, but not limited to client intake information, i.e. physical, social and psychological history, diagnosis and individual treatment plans.
- Orient clients to the Behavioral Health Services department and available services.
- Work with individuals, families, and small groups to provide training to develop and improve coping skills and strategies for minimizing, or eliminating, substance abuse problems.
- Provide crisis intervention and informational services as required.
- Seek and use collateral/family support in client treatment and provide needed referral services to families.
- Assist clients seeking residential substance abuse treatment, completion of court orders and referrals, court evaluations, and other outside agency reports.
- Responsible for monthly reports and others to Behavioral Health Services.
- Reassess the needs of patient's at regularly established intervals and ensure the modification of the individualized treatment plan accordingly.
- Maintain patient case files ensuring current quality standards as required by Indian Health Services commission on Accreditation of Rehabilitation Facilities.
- Develops and maintains a resource file on available resources in the areas of substance abuse treatment, juvenile and family services, social services from the local and tribal community, courts, and tribes.
- Responsible for Release of Information requests to and from the Behavioral Health Services department.
- Participates in Behavioral Health Services and Black Hawk Health Center staff meetings and continued quality improvement activities.

- Treat all clients with respect.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Must have the ability to effect behavioral change through a wide range of treatment modalities, the ability to emphatically provide teaching, training, and counseling with patience and understanding of the problems associated with substance abuse.
- Must possess an understanding of special populations, including sensitivity to the Native American culture.
- Must be able to maintain a good working relationship with clients, professional relationships with staff, and other visitors to the facility.
- Must have knowledge of the Health Information Portability and Accountability Act, Accreditation Association for Ambulatory Health Care Certification, Privacy Act, and Confidentiality guidelines regarding mental health and substance abuse.

Supervisory Controls:

- Incumbent is under the supervision of the Sac and Fox Nation Health System Behavioral Health Services Manager.

Guidelines:

- Operates within the established guidelines of the Sac and Fox Nation, the Black Hawk Health Center, and the Behavioral Health Services Policies and Procedures.

Education and Experience:

- Bachelor's Degree from an accredited college or university in counseling, psychology, or related field, plus at least two years experience in case management and substance abuse counseling experience.
- Applicants must be able to qualify for at least a provisional Oklahoma state certification as a Certified Alcohol and Drug Counselor (CADC) or become certified within one year of employment.

Printed Signature of Employee:_____

Employee's Signature:_____ Date:_____

Supervisor's Signature:_____ Date:_____